

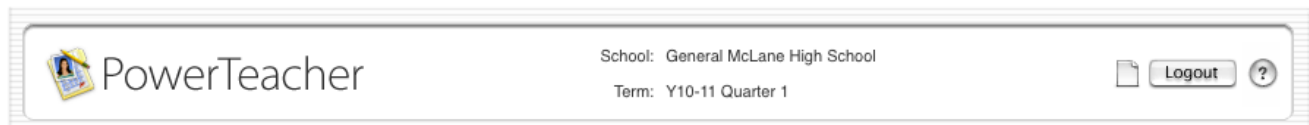
## Getting Started with PowerSchool Gradebook

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PowerSchool's Gradebook is a powerful, yet easy-to-use online gradebook. To access your gradebook, launch your browser and go to <http://powerschool.generalmclane.org:8080/teachers>

Log in using your lastname.first initial and your password.

### The PowerTeacher Start Page



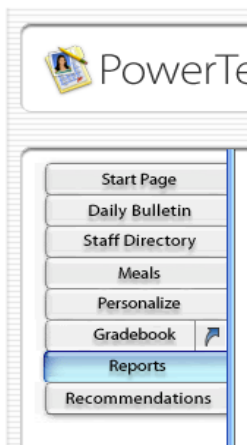
The logo PowerTeacher is a link that will always bring you back to this start page. In the middle, you will see the school where you teach, as well as the term or semester. At the right, you will see three icons.

The first (looks like a document page) will take you to the reports page. If you have created a report, it will list on the reports page.

The middle is used to Logout.

The third (question mark) takes you to a help menu.

### PowerTeacher Main Menu



The main menu is listed at the left.

The first link, Start Page, will bring you back to the Start Page.

Daily Bulletin will list announcements; you can click the dates at the bottom of the list to view yesterday's or tomorrow's announcements.

Staff Directory will list staff in your building. Choose to view all; just teachers; or just staff.

Meals (we aren't utilizing at this time) would be used to take lunch count.

Personalize will allow you to change your password; the default display page; or to show or hide the section number on the Teacher home page.

Gradebook will take you to an information page for PowerTeacher gradebook and provide you with a link to launch Gradebook; the green arrow next to Gradebook will launch Gradebook immediately.

Reports will allow you to create and print reports for all students in your class.

Recommendations will allow you to make recommendations for your students.

## Taking Morning Attendance

From the Start Page, click on the icon of the chair next to your first period class.  
Select the names of the students who are absent; click Submit.

## Getting Class Information

### **Current Classes**



From the Start Page, click  
on the “backpack” icon for the class you want to view.

A list of the students enrolled in this class will appear at the left.

Click on the Last name of the student to go to your default student screen.

Click on the First name of the student to go to the last student screen viewed.

Below the list of students, you will see Change Class: click on a different class to view a different class list.

## Launching Gradebook

From the Main Menu, click the Gradebook Link or the green direct-launch Gradebook arrow